

MRI APPOINTMENT, CANCELLATION, RESCHEDULE & NO-SHOW POLICY

Breast Care Specialists' goal is to provide MR I scans to our patients in a timely manner. Appointments are in high demand and in order to fully utilize magnet time we find it necessary to implement an appointment cancellation policy.

Cancellation of an MRI Appointment:

Your early cancellation or reschedule will allow us to re-allocate your time to another patient. Therefore, to cancel or reschedule an MRI appointment we require that you call by 10:00 a.m. two (2) business days in advance.

How to Cancel or Reschedule Your Appointment:

To cancel an appointment, please call *404-255-8086, extension 241 or 275 or 678-732-1223 (direct)* to speak with the MRI Coordinator. If you do not reach the coordinator, you may leave a detailed message on the voice-mail recorder. You may also cancel your appointment by selecting the "Cancel" option when you receive your appointment reminder call. You may not cancel by leaving a message on the practice's general voice-mailbox or with the after-hours answering service.

Late Cancellations:

Late cancellations will be considered a "no-show".

No-Show Policy:

A "no-show" is someone who misses an appointment without canceling it by 10:00 a.m. two (2) business days in advance.

MRI late-cancellations or "no-shows" will be billed a \$100.00 cancellation fee.

I acknowledge that I have read the above notice and understand that if I fail to give the required notice of cancellation, I will be billed a \$100.00 cancellation fee.

Signed: _____ Date: _____